



**SCOPE OF WORK**  
**OF**  
**SUPPLY AND INSTALLATION OF**  
**SECURITY CCTV SYSTEM**  
**AT**  
**AMBASSADOR RESIDENCE,**  
**Tuskanac 80, Zagreb, CROATIA**

**JULY 2021**

**CONTENTS**

1.0	Introduction
2.0	General Requirements
3.0	Specific Work Requirements
4.0	Specifications
5.0	Contract Administration
6.0	Responsibilities of the Contractor
7.0	Execution of Work at Site
8.0	Deliverable Schedule

## 9.0 Security Requirements

### **REGIONAL SECURITY OFFICE, AMERICAN EMBASSY, ZAGREB, CROATIA**

#### **1. INTRODUCTION**

1.1. The American Embassy in Zagreb, Croatia has a requirement of services of a competent Contractor to supply and install high resolution cameras and its monitoring /recording system at U. S. Ambassador Residence, Tuskanac 80, Zagreb

- a) Inspect and do a survey/measurement on-site to ensure complete details for installation of new high-resolution cameras and its associated equipment are duly taken.
- b) Submit proposal and its associated document for final approval.
- c) Procure and supply 5 (five) new high-resolution cameras and its associated equipment.
- d) Prepare and install high-resolution cameras and its associated equipment.
- e) Uninstall the existing CCTV equipment
- f) Verify successful installation of cameras and its working/recording function.
- g) Provide training to Embassy personnel on the installed system and its maintenance.
- h) Include the pricing for a Comprehensive Annual Maintenance Contract for the installed system for a period of three (3) years.

#### **2. GENERAL REQUIREMENTS**

- 2.1 The Contractor to render a service to supply and install high resolution cameras and its monitoring /recording system at U.S. Ambassador Residence, Tuskanac 80, Zagreb
- 2. This Scope of Work (SOW) details the requirement of the Contractor's service and provides specific work details to be accomplished at site.
- 3. The Contractor shall submit a cost proposal for supplying and installation of high-resolution cameras five (5) numbers, its associated equipment, recording & video

storage equipment, 2x 24" (60 cm) HD-LED monitors, Computer system, signal and power wiring materials, UPS, labor and removal of the existing CCTV equipment at Ambassador Residence, Tuskanac 80, Zagreb

4. The Contractor shall make all the arrangements required for completing the SOW tasks and provide the necessary to complete this project within the given time frame.
5. The Contractor shall supply only the approved cameras and its associated materials including high quality conduit pipes, signal and power wiring materials, recording equipment, 2x 24" monitors, computer system and UPS.
6. The Contractor shall carry out the work in accordance with directions from the Contracting Officer (CO) or Residential Security Coordinator (RSC) or their designated personnel in such a manner that the disruption to Embassy operations is minimized.

### **3. SPECIFIC WORK REQUIREMENTS**

- 3.1. The Contractor is required to inspect and do a survey/measurement on-site to ensure complete details for installation of new high-resolution cameras and its associated equipment are duly taken for submitting cost proposal.
- 3.2. The Contractor shall submit a proposal along with catalog/brochure detailing the components, cameras, route of the signal and power cabling, recording equipment etc. to Embassy for review and final approval.
- 3.3. The Contractor shall coordinate with Embassy personnel for appropriate routing of the cabling, before installing the conduits and its wiring.
- 3.4. The Contractor is responsible for supplying high quality materials, cameras and its associated equipment, UPS, monitors, computer system and installation of conduits, completing necessary signal and power wiring, termination, and final commissioning of the system.
- 3.5. The proposed security surveillance system will be installed in the guard booth at Ambassador's residence.
- 3.6. The Contractor is responsible for using suitable route/s and installing the conduits in such a way that the beauty of the wall surface and/or perimeter shall not be compromised.
- 3.7. Once the installation work is completed, the Contractor shall verify the working condition of the cameras and its recording function. Any adjustment to the

cameras, recording equipment and/or its component shall be the responsibility of the Contractor.

Provide training to Embassy personnel on the installed system and its maintenance. The Contractor is required to provide two years workmanship warranty for the installation and standard warranty for all applicable equipment/components, not limited to cameras, video recording equipment, UPS, monitors, and computer system. Pricing for a Comprehensive Annual maintenance service contract (AMC) for the installed system for a period of three (3) years. The AMC shall cover the following services: 24x7 customer service, repair, and troubleshooting support, including, if necessary, dispatch of a technician to the site on the same day, or following day. Adequate supply of replacement parts for all components of the system.

#### **4. SPECIFICATIONS**

- 4.1. Cameras: Five (5) cameras IP (Ingress Protection) 65-66, High Definition 1080p, minimum 5 Megapixel resolution, Infrared/Night vision option, ability to pan, tilt and zoom, compatible with encoder integral to IP camera, electronic image resolution. It should withstand harsh and humid ambient conditions and to withstand temperature in the range of -40 to 60°C
- 4.2. Computer system with adequate specs and software capable of running the CCTV system.
- 4.3. Recording equipment: The DVR shall be Real-time Recording at 1080P Resolution (30 fps recording on each channel) rated for 30/60 days preferred.
- 4.4. Storage: automatic storage and expandable High-Capacity Storage - up to 4/8TB (2 x HDD/SSD up to 2/4TB each)
- 4.5. Monitoring screen: two (2) operated 24" LED wall mounted monitor, 240volts, AC, 50Hz.
- 4.6. UPS: 240 volts, AC, 50Hz, operated UPS to have minimum 15 minutes of battery power backup to the installed CCTV system.
- 4.7. Security Access: Password protected with 2 level Security.
- 4.8. Cabling: digging a cable trench (250-300m), the minimum depth should be 60 cm, UTP cable Cat 7. The power and signal cabling shall be rated, supplied, and completed according to the manufacturer's recommendation.

4.9. Power supply: All the proposed equipment shall be compatible for 240volts, AC, 50Hz power supply.

## **5. CONTRACT ADMINISTRATION**

5.1. The Contractor shall not perform work that is outside the SOW unless directed in writing by the CO (Contracting Office). Any work done by the Contractor outside the SOW without direction from the Contracting Office will be at the Contractor's own risk and at no cost to the Embassy.

5.2. The Residential Security Coordinator (RSC) from the Embassy Regional Security Office will perform administration and technical guidance of this contract. The RSC shall coordinate schedule, inspect work, monitor progress, and provide final acceptance of the completed work. The RSC has the authority to direct the Contractor to stop performance of work if unsafe work conditions are observed.

## **6. RESPONSIBILITIES OF THE CONTRACTOR**

- 6.1. The Contractor shall bear complete responsibility for management of work at site.
- 6.2. The Contractor shall assign a Supervisor / Coordinator to represent the Contractor and to manage the performance of work at site.
- 6.3. The Supervisor / Coordinator shall have adequate English/Croatian language skills to be able to communicate with the CO, RSC and their designated personnel.
- 6.4. The work shall be performed by the Contractor's personnel who should be trained and experienced in accomplishing the specific trades of the work at the desired quality.
- 6.5. The Contractor shall carry out all requested activities described in the SOW. The Contractor needs CO permission before delegating any portion of the SOW to a sub-contractor.
- 6.6. The Contractor bears complete responsibility and management for the sub-contracted services and shall not use the sub-contractor to represent the Contractor in dealings with the Embassy.
- 6.7. The Contractor shall bear complete responsibility for the safe performance of work at site and comply with all local laws pertaining to construction labor and safety.

- 6.8 The Contractor shall follow the Safety instructions of the Embassy RSC / Safety Officer's guidelines.
- 6.9 The Contractor shall provide all personnel, equipment, tools, and materials required to perform the services specified in this contract.
- 6.10 The Contractor shall comply with security requirements and be responsible for the conduct of its employees and subcontractors at work site.
- 6.11 The Contractor shall be liable for the damages caused by the Contractor's negligent performance of any of the services furnished under this contract.

## **7. EXECUTION OF WORK AT SITE**

- 7.1 The RSC and the Contractor shall review the Contractor's work proposal and method of execution before the contract award.
- 7.2 The Contractor shall stage materials and tools in a designated location. No tools and materials shall be left in work area at the end of each workday. The Contractor must always Keep the work areas clear of hindrances, trip hazards, and unused materials. The Contractor shall be responsible for the security of its materials and tools equipment at the worksite.
- 7.3 No work shall begin at the site until the required manpower, equipment and materials are 100 percent available. For safety, the Contractor shall cordon off the work area with appropriate signage before starting work.
- 7.4 The Contractor shall not damage any property or finished work outside of this SOW. If damage occurs, the Contractor shall repair all damages at the Contractor's expense. Following completion of work, the Contractor shall remove all material, equipment, tools, and signage from the site.

## **8. DELIVERABLE SCHEDULE**

- 8.1 The Contractor shall commence work under this contract promptly, execute the work diligently, and achieve completion and acceptance of requested works within the contract period specified.
- 8.2 The Contractors shall order the approved materials after notification of selection has been made. **The project shall be completed no more than (3) three weeks after start of activities at site.** Work shall proceed on Embassy business days only unless otherwise approved by the RSO.

8.3 General work hours shall be from 8:00 to 16:00, Monday to Friday. Work may be scheduled outside specified general work hours, if approved by RSO.

## **9.0 SECURITY REQUIREMENTS**

9.1 In order to perform the work under this contract, the Contractor, its employees, and sub-contractors must submit ID information to the Embassy RSO for their approval to access the worksite. The Contractor personnel will be escorted on site by the RSO personnel or their designees, and shall always follow the escort's instructions.

END OF SOW